



**CORPORATE/PARTNER  
LEGAL DOCUMENT ASSISTANT  
(LDA)  
APPLICANT CHECKLIST**

To complete the registration process, you must bring the following:

- ( ) Completed application signed by general partner or officer
- ( ) Supporting documents as requested on application form
- ( ) Valid government issued photo identification (Driver's License)
- ( ) Bond amount based on the number of Legal Document Assistants employed
  - 1 to 4 - \$ 25,000
  - 5 to 9 - \$ 50,000
  - 10 or more - \$100,000
- ( ) Filing Fees:
  - \$182 (Cash, check, money order, Visa, MasterCard or ATM) payable to the Kern County Clerk; and
  - \$13 for the first page and \$3 per page for each additional page, separate **check or money order only**, payable to the Kern County Recorder for your bond
- ( ) Provide a list of partners, officers or employees to be covered by the Corporate or Partnership bond

(Note: A benefit of filing as a Corporation or Partnership is the ability to share the bond; however, each LDA must qualify independently and register with the County Clerk and pay the registration fee.)

If you have any questions, you may review our copy of the Business and Professions Code, Section 6400, et seq., and/or purchase a copy at \$0.75 per page requested.

**WHAT IS THE DIFFERENCE IN EDUCATIONAL REQUIREMENTS  
TO REGISTER FOR AN "UNLAWFUL DETAINER ASSISTANT"  
AND "LEGAL DOCUMENT ASSISTANT"?**

**Education and Experience Requirement to Register for Unlawful Detainer Assistant:**

There are no educational or experience requirements to register as an Unlawful Detainer Assistant.

**Education and Experience Requirements to Register for Legal Document Assistant:**

Business and Professions Code Section 6402.1: To be eligible to apply for a registration under this chapter as a legal document assistant, the applicant must possess at least one of the following:

- (a) A high school diploma or general equivalency diploma, and either a minimum of two years of law-related experience under the supervision of a licensed attorney, or a minimum of two years experience, prior to January 1, 1999, providing self-help.
- (b) A baccalaureate degree in any field and either a minimum of one year of law-related experience under the supervision of a licensed attorney, or a minimum of one year of experience prior to January 1, 1999, providing self-help service.
- (c) A certificate of completion from a paralegal program that is institutionally accredited but not approved by the American Bar Association, that requires successful completion of a minimum of 24 semester units, or the equivalent, in legal specialization courses.
- (d) A certificate of completion from a paralegal program approved by the American Bar Association.



**B. Education and Experience (You must qualify under section 1, 2, 3 or 4 and submit all required documentation.)**

**This information must be provided for at least one corporate officer or general partner.**

**Name of corporate office or general partner for whom education and experience information is being provided: \_\_\_\_\_**

**1.**

Paralegal program/ABA School

I have earned a certificate of completion from a paralegal program that is approved by The American Bar Association (attach copy of certificate of completion.)

**2.**

Paralegal Program/Non-ABA School

I have earned a certificate of completion from a paralegal program that is institutionally accredited but that is not approved by the American Bar Association (attach copy of certificate of completion.)

AND

I have successfully completed a minimum of 24 semester

units (or the equivalent) in legal specialized courses (attach copy of transcript.)

Number of semester units or the equivalent: \_\_\_\_\_

**3.**

College or University

I have a bachelor's degree in \_\_\_\_\_ (attach copy of diploma)  
(list field)

AND

I have completed at least one year of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

I have completed at least one year of experience providing self-help service as defined by Business and Professions Code 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience.)

**4.**

High School or General Equivalency Diploma

I have a high school diploma (attach copy of diploma) or a general equivalency diploma (attach copy of diploma)

AND

I have completed at least two years of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

I completed at least two years of experience providing self-help service as defined by Business and Professions Code 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience.)

**C. Civil Judgment**

1. Has any officer/partner been held liable in a final judgment or a stipulated judgment entered in a civil action that alleged fraud, use of an untrue or misleading representation, or use of an unfair, unlawful or deceptive business practice?  
 YES  NO (attach certified copy of each judgment)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Has any officer/partner had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a legal document assistant or an unlawful detainer assistant?  
 YES  NO (attach certified copy of each judgment)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

**D. Criminal Conviction** (Note: Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code 1203.4 must be included.)

1. Has any officer/partner been convicted of a felony?  YES  NO  
(attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Has any officer/partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127?  
 YES  NO (attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
3. Has any officer/partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code 6400-6416?  
 YES  NO (attach certified copy of each conviction and disposition)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

**E. Revocation of Registration/Disbarment or Suspension**

1. Has any officer/partner had a registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code 6413?  YES  NO (attach certified copy of each revocation)  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_
2. Is any officer/partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100-6117?  YES  NO  
Date of Disbarment or Suspension: \_\_\_\_\_  
Name of officer/partner for whom judgment information is provided: \_\_\_\_\_

## Renewal of Registration

To be eligible to renew registration, registrant shall complete 15 hours of continuing legal education courses during the two-year period preceding renewal in accordance with Business & Professions Code §6402.2

I have completed the legal education courses required by Business & Professions Code §6402.2

***I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents is true and correct.***

Signature\*: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Corporate application must be signed by the Chairman of the Board of President; or by Vice President and either a Secretary/Asst. Secretary/FO/Ass. Treasurer

\*Partnership applicant must be signed by at least one general partner